#### DOCUMENT RESUME

ED 476 411 CS 512 019

AUTHOR Schulze, Patricia

TITLE Book Reviews, Annotation, and Web Technology.

INSTITUTION MarcoPolo Education Foundation.; National Council of Teachers

of English, Urbana, IL.; International Reading Association,

Newark, DE.

PUB DATE 2003-05-02

NOTE 13p.

AVAILABLE FROM ReadWriteThink, International Reading Association, 800

Barksdale Rd., P.O. Box 8139, Newark, DE 19714-8139. E-mail:

comments@readwritethink.org. For full text:

http://www.readwritethink.org/lessons.

PUB TYPE Guides - Classroom - Teacher (052)
EDRS PRICE EDRS Price MF01/PC01 Plus Postage.

DESCRIPTORS \*Book Reviews; Class Activities; Collaborative Writing;

\*Internet; Journal Writing; Lesson Plans; Middle Schools;

Reading Skills; Research Skills; Writing Skills

IDENTIFIERS \*Literature Circles; Standards for the English Language Arts

#### ABSTRACT

From reading texts to annotating web pages, grade 6-8 students rely on group cooperation and individual reading and writing skills in this research project that spans six 50-minute lessons. Student objectives for this project are that they will: read, discuss, and keep a journal on a book in literature circles; understand the elements of and collaborate on a book review; create a web site based on their book review; learn to use parenthetical references and a works-cited page in a research paper; use the Internet for research and write an individual research paper; and hyperlink their research papers to their book review. The instructional plan, lists of resources, student assessment/reflection activities, and a list of National Council of Teachers of English/International Reading Association (NCTE/IRA) Standards addressed in the project are included. Directions for anecdotal note taking and for the annotated book review, a rubric, instructions for using Microsoft Front Page 2000, and reflective journal instructions are attached. (RS)



# Book Reviews, Annotation, and Web Technology

#### Author

Patricia Schulze Yankton, South Dakota

#### **Grade Band**

6-8

#### **Estimated Lesson Time**

Six 50-minute sessions

#### Overview



From reading texts to annotating Web pages, students rely on group cooperation and individual reading and writing skills in this research project. They will write a group book review, taking notes in their journals throughout the reading and discussion process, write short research papers as annotations for their reviews, and post them to the Web demonstrating the synchronicity of hypertext.

## From Theory to Practice

Patricia Webb suggests that using the Web supports "collaboration" and "opened up engaging discussions about audience, writing, and texts." Dean Rehberger emphasizes the importance of annotation when he states, "We do, after all, read texts as hypertexts. Rarely reading a book from cover to cover, we use tables of contents, indexes, footnotes, and endnotes to make links from passage to passage, text to text, idea to idea. We collect and catalogue information—building bibliographies, resources, and libraries—and then turn around and deploy the information—paraphrases, quotations, and imitations—finding "originality" often in synthesis and syncretism. To this end, in my classes I use the Internet to emphasize these older rhetorical arts to create what I have come to call living texts" (194).

Emphasizing the connection among reading, writing, and Web page design, this lesson combines collaborative, small-group, and individual learning activities using literature circles and group investigations as suggested by Harvey Daniels and Marilyn Bizar.

Webb, Patricia R. 2000. "Changing Writing/Changing Writers: The World Wide Web and Collaborative Inquiry in the Classroom." Pp. 123–136 in *Weaving a Virtual Web: Practical Approaches to New Information Technologies*, ed. S. Gruber. Urbana, IL: National Council of Teachers of English.

Rehberger, Dean. 2000. "Living Texts on the Web: A Return to the Rhetorical Arts of Annotation and Commonplace." Pp. 193–206 in *Weaving a Virtual Web Practical Approaches to New Information Technologies*, ed. S. Gruber. Urbana, IL: National Council of Teachers of English.

Daniels, Harvey, and Marilyn Bizar. 1998. Methods That Matter. York, Maine: Stenhouse.

### **Student Objectives**

Students will

- read, discuss, and keep a journal on a book in literature circles.
- understand the elements of and collaborate on a book review.
- create a Web site based on their book review.
- learn to use parenthetical references and a works-cited page in a research paper.
- use the Internet for research and write an individual research paper.



PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

U.S. DEPARTMENT OF EDUCATION Office of Educational Research and Improvement EDUCATIONAL RESOURCES INFORMATION

CENTER (ERIC)

This document has been reproduced as received from the person or organization

Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Minor changes have been made to

improve reproduction quality.

originating it.

• hyperlink their research papers (annotations) to their book review.

#### Resources

- Anecdotal Note Taking Guidelines
- Annotated Book Review Project
- Rubric for Student Annotated Book Review
- FrontPage Instructions
- Student Reflective Journal
- Book Review Directions Web Site 3
- Annotation Ideas Web Site
- Book Review Directions Web Site 2
- Book Review Directions Web Site 1
- Example Student Book Reviews 2
- Example Student Book Reviews 1

#### **Instructional Plan**

#### Resources

- Assorted books for literature circles (to be read and discussed before this project)
- Handout of directions for journals to be used with literature circles
- Handout of directions for annotated book review
- Handout of directions for using Microsoft FrontPage®

#### **Preparation**

Teacher should prepare mini-lessons to review the elements of fiction and on the differences between book reviews and book reports.

#### **Instruction and Activities**

Group Reading and Discussion

- 1. Select groups or let students select groups of 3 to 5 to work together. Often groups will be formed by the books they choose for their literature circles.
- 2. Review the elements of fiction with students.
- 3. Students read their book together and keep notes of discussions and of important things they notice in their reading journals as they read. Have them keep track of their feelings and opinions as they read and discuss the book. Ask them, too, to keep track of things such as main characters, conflicts, settings, and quotations that they think might be important; what they think the author's purpose might be; and whether or not the author achieves his or her purpose. They will use these ideas when they write their book review.
- 4. When they have finished discussion, the groups should read through their journal notes and put a check next to the details they want to include in their review. Be sure that they don't give away too much of the story in their review.

#### Group Reviews

- 1. After they have finished gathering details, the students will write a group book review.
- 2. Look at some <u>sample reviews</u>. Most reviews name the title and author, include a brief summary of the book without "spoiling" the book for the reader, comment on the book's strengths and weaknesses, and include a personal response.



- 3. Explain the difference between a book report and a book review. Reviewers express their opinion of the book. It isn't enough, however, to say that a book is good or bad. They have to support their opinion with explanations and specific references to the book itself, including quotations, rather than give a synopsis of the book.
- 4. Working together, students write their first drafts using the details that they checked. (Remember that reviewers comment on the important parts of the book but do not give away too much of the story. Here is a <u>sample book review of To Kill A Mockingbird</u> and some ideas for ways to write one.)
- 5. Once they have their final review written, they copy and paste it into a Web page using Web-authoring software such as <u>Microsoft FrontPage®</u>. This is the homepage that they will hyperlink to their annotations.

#### Group Annotations and Web Work

- Students will each write short research pieces on the areas they want to annotate in their review.
   Possible topics could include the author, the setting, connections with history, and other topics
   mentioned in their book. For example, if they were writing an annotated review over the book
   Night by Elie Wiesel, they might want to do research on the author, on Sighet in Transylvania
   (Wiesel's hometown), on the Talmud, on the cabbala, on Zionism, on Auschwitz, on the Resistance,
   on the liberation of Buchenwald, or on any other topics they notice while reading.
- 2. Students use the notes that they took on topics for research while reading the book. They then read over their review to see which they included.
- 3. Let them decide which parts of the review they want to annotate and assign topics to group members.
- 4. Using the Internet and other library resources to research their topics, students take notes on index cards or in a note file on their computer. Be sure to have them get complete source information for all written sources and URLs of all Internet sites used.
- 5. Students then word-process their research topics. Be sure that they use parenthetical notation for any quoted or paraphrased sections of their report and include a works-cited page at the end of their report, using an agreed-upon style (e.g., MLA).
- 6. As a group, students review and edit each piece.
- 7. Finally, they copy and paste each report to a new Web page. Have them add pictures and graphics that complement their writing and then hyperlink their reviews to each report and hyperlink the reports back to the review. (Be sure that they check all of their links to make sure that they work.)

#### **Web Resources**

Example Student Book Reviews 1

http://www.pschulze.com/subweb/warriors03/

An example of an annotated book review of Warriors Don't Cry by three of the author's students.

Example Student Book Reviews 2

http://www.pschulze.com/subweb/warriors/

Another example of annotated book reviews of Warriors Don't Cry.

**Book Review Directions 1** 

http://www.indiana.edu/~wts/wts/bookreview.html

Directions for writing book reviews plus an example from an OWL.

**Book Review Directions 2** 

http://teacher.scholastic.com/writewit/bookrev/index.htm

Rodman Philbrick's Scholastic writing workshop page with step-by-step directions for writing a book review and a sample review of *To Kill A Mockingbird*.

**Book Review Directions 3** 

http://www.csulb.edu/~wrl/bookrev.html

Another good site with directions for writing a book review.

**Annotation Ideas** 

http://writing.colostate.edu/references/reading/critread/pop5b.cfm

A site giving great ideas for all kinds of annotations students could do.



#### **Student Reproducibles and Other Resources**

- Annotated Book Review Project
- FrontPage® Instructions
- Student Reflective Journal
- Rubric for Student Annotated Book Review

#### **Student Assessment/Reflections**

Much of the assessment of the project is teacher observation and <u>anecdotal note taking</u>. It is a good idea to have students do a <u>reflective journal</u> over the process of putting together the project. You may also choose to use a <u>rubric for student annotated book reviews</u>.

# **NCTE/IRA Standards**

- 1 Students read a wide range of print and nonprint texts to build an understanding of texts, of themselves, and of the cultures of the United States and the world; to acquire new information; to respond to the needs and demands of society and the workplace; and for personal fulfillment. Among these texts are fiction and nonfiction, classic and contemporary works.
- 4 Students adjust their use of spoken, written, and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- 5 Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- 6 Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language, and genre to create, critique, and discuss print and nonprint texts.
- 7 Students conduct research on issues and interests by generating ideas and questions, and by posing problems. They gather, evaluate, and synthesize data from a variety of sources (e.g., print and nonprint texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience.
- 8 Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.
- 11 Students participate as knowledgeable, reflective, creative, and critical members of a variety of literacy communities.



Copyright 2002-2003, IRA/NCTE. All rights reserved.



# Anecdotal Note Taking

There are many different methods to taking anecdotal notes. My favorite method is utilizing a pad of sticky notes, which I use during class time. Some notes are on groups as a whole and some on individual students. During the course of a class period I will write a note about five times. I will note which students are actively engaged in working in their groups or individual writing, which groups seem to be working well and not relying on the teacher to answer all of their questions, which groups give up easily and rely too much on the teacher, and which students are easily distracted from group activities.

After class, I will transfer my notes to either a lined notebook or a Word document. I will stick my notes on one side of the page and expand on my observation on the other side. I can use these notes to conference with groups or individual students who seem to be having a problem with the assignment so that they can better achieve success.

Another method would be to compile a checklist, based on the student narrative observations, and check off students or groups as often as you wanted to make the observations.





# The Annotated Book Review Project

The first step in this project is to read a book together in small groups. In your journal you will keep notes of your discussions and of important things you notice as you are reading.

# Guidelines for Discussion and Journals

As you read and discuss your books in your groups, you will want to take notes in a journal to help you with ideas. You will use these ideas when you write your book review.

Keep track of your feelings and opinions as you read and discuss the book. Also keep track of things such as main characters, conflicts, settings, quotations that you think might be important, what you think the author's purpose might be, and whether or not the author achieves his or her purpose.

When you have finished discussion, the whole group should read through your discussion and journal notes and put a check next to the details you want to include in your review. Be sure that you don't give away too much of the story in your review.

# Writing Your Group Reviews

After you have finished gathering details, you will write a group book review.

Look at sample reviews. Most reviews name the title and author, include a brief summary of the book without "spoiling" the book for the reader, comment on the book's strengths and weaknesses, and include a personal response.

A book review is different than a book report. In a book review, you express your opinion of the book. It isn't enough, however, to say that a book is good or bad. You have to support your opinion with explanations and specific references to the book itself, including quotations.

Working together, write your first draft. Use the details that you checked. Remember that reviewers comment on the important parts of the book but do not give away too much of the story. To see a sample book review and some ideas for ways to write one, go to <a href="http://teacher.scholastic.com/writewit/bookrev/tguide/htm">http://teacher.scholastic.com/writewit/bookrev/tguide/htm</a> and see how Rodman Philbrick writes a review of *To Kill A Mockingbird*.

After you have written your group draft, read through it carefully. Have you stated your ideas clearly and completely? Be sure that you have given the page



number in parentheses after any direct quotations from your book. Check for spelling and punctuation errors.

Once you have your final review written, copy and paste it into a Web page. You will be given directions on how to do this. This is the homepage that you will hyperlink to your annotations.

## Annotating Your Review

You will each write short research pieces on the areas you want to annotate in your review. Possible topics could include: the author, the setting, connections with history, and other topics mentioned in your book. For example, if you were writing an annotated review over the book *Night* by Elie Wiesel, you might want to do research on the author, on Sighet in Transylvania (Wiesel's hometown), on the Talmud, on the cabbala, on Zionism, on Auschwitz, on the Resistance, on the liberation of Buchenwald, or on any other topics you notice while reading.

Use the notes that you took on topics for research while reading the book. Then read over your review to see which you included. Decide which parts of the review you want to annotate and assign topics to group members.

Use the Internet or library resources to research your topics. Take notes on index cards or in a note file on your computer. Be sure to get complete source information for all written sources and URLs of all Internet sites used.

Word-process your research topic. Be sure that you use parenthetical notation for any quoted or paraphrased sections of your report. Put the source information at the end of your report. Follow MLA style for the works-cited page. You will be given a sheet explaining this and giving you examples.

As a group, review and edit each piece. Copy and paste each report to a new Web page, then hyperlink your review to each report and hyperlink the reports back to the review.

Be sure that you check all of your links to make sure that they work before having your teacher grade your annotated review.

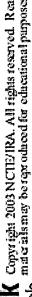


Copyright 2003 NCTE/IRA. All rights reserved. Read Write Think materials may be reproduced for educational purposes.

# Student Annotated Book Review Rubric

The pages are unattractive					
The pages are unattractive.  "dull." Text may be difficult to read. The backgrounds are distracting.  There are no photos, icons or photos are burry or clip art or they are clip are promoted and appropriate of high quality.  Book poorly summarized, no blook review lacking some personal opinion given.  Book poorly summarized, no significant information.  Book poorly summarized, no significant information.  Information is poorly written.  Information is poorly written.  Information could be better information is well written and interesting to read and is information is given without presented in short sections. All clip are consistent and easy to find so that the user can working.  Partners argue or fight much of pages. Some links may not the time and do not share does most creamistion and cause disruptions in the classroom of the work.  Students are often out of should than necessary in the disruptions in the classroom old as on the disruptions in the classroom old as on the necessary in the disruptions in the classroom old assuron.					
Backgrounds are distracting.  Gistracting.  There are no photos, icons or flight to read. The backgrounds are somewhat distracting.  There are no photos, icons or photos are blurry or clip art or they are clip art of not suppropriate or of low quality.  There are no photos, icons and clip art of not appropriate, of high quality, inappropriate or of low quality.  Figures make the download fairly quickly.  Book poorly summarized, no significant information.  Book poorly summarized, no significant information.  Book poorly summarized, no significant information.  Book review complete, with personal opinion given.  Fersonal response given but proported in mortanged pointion supported not supported with information from the text. Information is poorly written, information could be better information is well written and inaccurate, or incomplete. No written and too much interesting to read and is information is given without citations.  The user may become lost or the user may become confused in short sections. All sources are cited.  The user may become lost or the user may become confused the time and do not share do not share do not share of the work.  Partners are often out of supported without responsibilities.  Students are often out of students or and cause minimum disruptions in the classroom.  Students are often out of students or and cause minimum disruptions in the classroom.  Intermal are often and cause permission and cause minimum disruptions in the classroom.	Layout /Design	The pages are unattractive.	The pages appear "busy" or	The pages are eye-catching and	The pages are well organized
Dackgrounds are somewhat in appropriate.  There are no photos, icons or clip art or they are they are clip art or they are are of the work.  The user may become lost or the the are may become confused they are clip art or they are are or or they are they are are or they are		Backgrounds are distracting.	difficult to read. The	The backgrounds are	alignment make reading easy.
There are no photos, icons or clip art of clip art or they are clip are clip art or they are clip are clip art or they are clip art or they are clip are clip art or they are clip are clip art or they are clip are clip are clip are clip are clip are are or are clip are are or are are or are or are are are are are are are are are ar			backgrounds are somewhat	subtle and appropriate.	The backgrounds enhance the
There are no photos, icons or fuzzy; toons and clip art do not clip art of they are inappropriate or of low quality, pictures make the download personal opinion given.  Book poorly summarized, no Book review lacking some significant information.  Book poorly summarized, no significant information.  Book review lacking some book review complete, with significant information.  Information is poorly written, information could be better inaccurate, or incomplete. No information is given without care and do not share better into the time and do not share better into the time and do not share response littles.  In the time and do not share do not share responsibilities.  In the time and do not share do not share better responsibilities.  In the time and do not share do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the classroom and cause become lost or disruptions in the classroom.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the classroom and cause become lost or disruptions in the classroom.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share better responsibilities.  In the time and do not share responsibilities.  In the time and do not			distracting.		page.
clip art or they are fuzzy; icons and clip art do not inappropriate or of low quality. "In" with the topic. Too many pictures make the download fairly quickly. pictures make the download fairly quickly. pictures make the download fairly quickly. Book poorly summarized, no significant information. Personal response given but insportant detail summarized; personal opinion given. Personal response given but intornation is poorly written, information could be better information from the text. Information is poorly written, information could be better information from the text. Information is poorly written, information could be better information is well written and too much interesting to read and is citations.  The user may become lost or The user may become confused Links are consistent and easy when may be missing or not pages. Some links may not patters argue or fight much of Partners have trouble solving Partners get along well and the time and do not share does most of the work.  Students are often out of Students occasionally leave groups without groups without classroom disruptions in the classroom.	Graphics	There are no photos, icons or	Photos are blurry or	Photos, icons, and clip art are	Photos, icons, and clip art are
inappropriate or of low quality. "fit" with the topic. Too many pictures make the download time slow.  Book poorly summarized, no significant information. Personal opinion given. Significant information. Personal response given but personal opinion given. Personal response given but important detail summarized; Personal response given but personal opinion supported not supported with information is poorly written. Information could be better information is poorly written. Information is given without presented in short sections. All citations.  The user may become lost or The user may become confused Links are consistent and easily navigate back and forth working. Partners argue or fight much of Partners have trouble solving through pages. Some links may not the time and do not share does most of the work.  Students are often out of Students of the work. Students stay in their group, permission and cause permission and cause printing disarpations. In desernances are in the classroom. Classroom.	•	clip art or they are	fuzzy; icons and clip art do not	appropriate, of high quality,	used creatively and may follow
time slow.  Book poorly summarized, no Book review lacking some Book poorly summarized, no Book review lacking some Book poorly summarized, no Book review lacking some Book review lacking some Information given.  Information is poorly written, information could be better Information is poorly written, information is given but Information is poorly written, information is given without Information is poorly written and too much Information is given without Information is well written and is information is well written and is information is given without Information is given without Information is well written and is information is given without Information is well written and is information is given without Information is given without Information is well written and is information is given without Information is given without Information is well written and is agreements; one partner Information is well written and forth Information is well written and is agreements; one partner Information is well written and forth Information is well written and is agreements; one partner Information is well written and coust of the work.  Students are often out of Students occasionally leave Information and cause Information and are Information in the classroom Information information Information in the classroom Information in the active minimum Information in the classroom Information in the information in the classroom Infor		inappropriate or of low quality.	"fit" with the topic. Too many	and download fairly quickly.	a theme.
Book poorly summarized, no isgnificant information.  Brook poorly summarized, no significant information.  Personal response given but information given.  Personal response given but information given but significant information is poorly written. Information could be better inaccurate, or incomplete. No written and too much information is poorly written. Information is given without information in the classroom.  Book review complete, with information is supported with information from the text. Information from the text. Information from the text. Information is given without information given without information given without in the classroom.			pictures make the download		
personal opinion given. Significant information. Personal response given but not supported with information is poorly written, inaccurate, or incomplete. No inaccurate, or incomplete. No citations.  The user may become lost or links may be missing or not working.  Partners argue or fight much of the time and do not share responsibilities.  Students are often out of group without classroom.  Students are often out of group without classroom.  Students are often out of classroom.  Significant information is given with information is well written and interesting to read and is information is given with information is well written and information is given without through petter.  Information is poorly written, information is well written and interesting to read and is information is given without the user can brack and be the user can bages. Some links may not through pages. Some links may not through pages.  Partners argue or fight much of disagreements; one partner responsibilities.  Students are often out of group without groups without group without and cause permission and cause disruptions in the classroom.	Group Book Review	Book noorly summarized, no	Book review lacking some	Book review complete, with	Book review creatively written
Information is poorly written, information but personal opinion supported with information is poorly written, information could be better inaccurate, or incomplete. No written and too much interesting to read and is information is given without citations.  The user may become lost or The user may become confused links may be missing or not working.  Partners argue or fight much of Partners have trouble solving the time and do not share does most does most groups without permission and cause disruptions in the classroom classroom classroom.		personal opinion given.	significant information.	important detail summarized;	and cleverly presented. All
Information is poorly written, Information could be better inaccurate, or incomplete. No citations.  The user may become lost or working.  Partners argue or fight much of the time and do not share esponsibilities.  Students are often out of group without permission and cause disruptions in the classroom.  Information is poorly written, from the text information is poster. Information is given with information is well written and too much interesting to read and is presented in short sections. All presented in short sections. All presented in short sections. All pages. Some links may not easily navigate back and forth work.  Students are offen out of Students occasionally leave students stay in their group, group without group without and cause disruptions in the classroom.			Personal response given but	personal opinion supported	opinions strongly supported.
Information is poorly written, inaccurate, or incomplete. No citations.  The user may become lost or when navigating between working.  Partners argue or fight much of the time and do not share responsibilities.  Students are often out of group without groups without permission and cause disruptions in the classroom.  Information to much interesting to read and is interesting to much antiquent the presentation is given without and cause disruptions in the classroom.  Information is well written and too much interesting to read and is interesting to read and is interesting to much and too much and too much and too make time and too make time and do not share does most of the work.  Students are often out of group without and cause minimum disruptions in the classroom.			not supported with information	with information from the text.	
Information is poorly written, inaccurate, or incomplete. No information is given without citations.  The user may become lost or The user may become confused links may be missing or not working.  Partners argue or fight much of the time and do not share sponsibilities.  Students are often out of group without permission and cause disruptions in the classroom.  Information ing even without inaccurate, or information is given without inaccurate, or information is given without presented in spient size of information in fine responsibilities.  Information in the reservant size of the work.  Information is given without presented in short sections. All sources are cited.  Links are consistent and easy to find so that the user can easily navigate back and forth through pages. Some links may not find so that the user can easily navigate back and forth through pages.  Partners argue or fight much of disagreements; one partner responsibilities.  Students are often out of Students occasionally leave group without permission and cause minimum disruptions in the classroom.			from the text		
inaccurate, or incomplete. No information is given without citations.  The user may become lost or links may be missing or not when navigating between working.  Partners argue or fight much of the time and do not share responsibilities.  Students are often out of group without permission and cause disruptions in the classroom.  Information is given without citation.  Information is given without citation in the classroom information is given without citation.  Information is given without citation.  Information is given without presented in short sections. All sources are cited.  Sources are cited.  Sources are cited.  Inh so that the user can easily navigate back and forth through pages.  In sources are cited.  In sources ar	Report Information		Information could be better	Information is well written and	Information is creatively
citations.  Citations.  The user may become lost or The user may become confused links may be missing or not working.  Partners argue or fight much of the time and do not share responsibilities.  Students are often out of group without permission and cause mustions in the classroom.	•		written and too much	interesting to read and is	written and cleverly presented.
The user may become lost or The user may become confused links may be missing or not when navigating between working.  Partners argue or fight much of the time and do not share responsibilities.  Students are often out of group without permission and cause disruptions in the classroom.		citations.	information is given without	presented in short sections. All	All sources are cited.
The user may become lost or The user may become confused links may be missing or not when navigating between working.  Work. Partners argue or fight much of the time and do not share responsibilities.  Students are often out of group without permission and cause disruptions in the classroom.			citation.	sources are cited.	
links may be missing or not when navigating between to find so that the user can working.  Partners argue or fight much of Partners have trouble solving the time and do not share responsibilities.  Students are often out of group without groups without permission and cause disruptions in the classroom classroom.	Navigation / Links	The user may become lost or	The user may become confused	Links are consistent and easy	Links are created with images
working.  work.  Partners argue or fight much of responsibilities.  responsibilities.  Students are often out of group without permission and cause disruptions in the classroom.  work.  Partners may not easily navigate back and forth through pages.  through pages.  Partners get along well and cassing share equally in responsibilities.  of the work.  Students are often out of group without group without permission and cause minimum disruptions in the classroom.	)	links may be missing or not	when navigating between	to find so that the user can	and icons to enhance the text
Partners argue or fight much of Partners have trouble solving Partners get along well and the time and do not share does most responsibilities.  Students are often out of group without permission and cause disruptions in the classroom classroom.		working.	pages. Some links may not	easily navigate back and forth	links.
Partners argue or fight much of disagreements; one partner get along well and the time and do not share does most responsibilities.  Students are often out of group without permission and cause disruptions in the classroom classroom.			work.	through pages.	
the time and do not share disagreements; one partner share equally in responsibilities.  Students are often out of Students occasionally leave groups without group without permission and cause disruptions in the classroom classroom.	Working Together	Partners argue or fight much of	Partners have trouble solving	Partners get along well and	Partners show respect for one
Students are often out of Students occasionally leave Students stay in their group, permission and cause disruptions in the classroom classroom.		the time and do not share	disagreements; one partner	share equally in	another, get along especially
Students are often out of Students occasionally leave Students stay in their group, groups without group without permission and cause permission and are disruptions in the classroom classroom.		responsibilities.	does most	responsibilities.	well and work together on all
Students are often out of group without group without permission and cause disruptions in the classroom classroom.			of the work.		aspects of the project.
groups without group without permission and cause permission and cause permission and are and cause minimum disruptions in the classroom classroom.	Following Classroom	Students are often out of	Students occasionally leave	Students stay in their group,	Students are always on task,
cause permission and are and cause minimum he classroom louder than necessary in the disruptions.	Guidelines	groups without	group without	talk quietly to their group only,	stay in their own group, and
louder than necessary in the classroom.		permission and cause	permission and are	and cause minimum	cause no disruptions.
classroom.		disruptions in the classroom	louder than necessary in the	disruptions.	
			classroom.		





# Microsoft FrontPage 2000®

# To launch FrontPage and open a new web:

- ✓ Click on Start ► Programs ► Microsoft FrontPage
- ✓ Click on File ► New ► Web
- ✓ Your location will be your file on the h drive or the address (URL) of your Internet site.
- ✓ Specify the location of the new web as your directory:\username\mywebs\index h:\pschulze\mywebs\index. Put your user name where mine is.
- ✓ Choose Empty Web and click OK.

# To create a personal homepage:

- ✓ In page view, place some text in "New page 1."
- ✓ Insert some clipart by clicking Insert ➤ Picture ➤ ClipArt
- ✓ Click on selected clipart and click insert. (You can locate both clipart and animated clipart either in the clipart gallery or by clicking clipart online and going to the Microsoft clipart online gallery. You can also find clipart on free clipart sites on the Internet.)
- ✓ Select at least one piece of animated clipart.
- ✓ Click File > Save As
- ✓ Change file name to "index."
- ✓ Change page title if you wish by clicking "change" 

  put new title in title dialog box 

  click

  OK 

  save

# To create a mail-to link:

- ✓ Click on Format > Shared Borders > Bottom > OK
- ✓ Click inside Shared Border.
- ✓ Click Insert ► Picture ► ClipArt
- ✓ Enter "mail" in Search for clips
- ✓ Click on graphic and then on hyperlink symbol on tool bar.
- ✓ In dialog box, click the "make a hyperlink that sends e-mail" button (the envelope).
- ✓ In the "type an E-mail Address" enter your e-mail address.
- ✓ Click OK ►OK to close the dialog box and create the link.
- ✓ Click the Save button

## To add a new page to your Web site:

- ✓ Click on Navigation View.
- ✓ Click on Index (Home) page.
- ✓ Click New Page icon.
- ✓ Right click on New Page.
- ✓ Click Rename.
- ✓ Enter a new name.
- ✓ In Page View, open new page and enter some text.



- ✓ Save file.
- ✓ Repeat procedure for another new page.

# To Import a file:

- ✓ In Page View, open any file.
- ✓ Click File ► Import
- ✓ Click Add File.
- ✓ In "Look In" Dialog Box, scroll to the file you wish to import.
- ✓ High light file, click Open.
- ✓ Click OK.
- ✓ In open Web page, type name of file you have imported, highlight it, and click hyperlink icon.
- ✓ In dialog box, scroll to imported file and click.
- ✓ When name appears in URL box, click OK.
- ✓ Save Page.

# To insert a file

- ✓ In Page View, open any page.
- ✓ Click on page where you want to insert file.
- ✓ Click Insert > File
- ✓ Scroll to any file you want to insert.
- ✓ Highlight file.
- ✓ Click Open.
- ✓ Save Page.

# To apply a theme:

- ✓ In Page View, click Format > Theme
- ✓ Click all pages.
- ✓ Choose theme ► Click OK
- ✓ Save file.

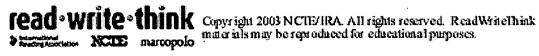
# To apply Navigation Bars:

- ✓ In Page View on index page, click where you want to insert Navigation Bar.
- ✓ Click Insert ► Navigation Bars
- ✓ Choose Child Level.
- ✓ Click where you want navigation bars.
- ✓ Click OK.
- ✓ Save.
- ✓ Choose Next page.
- ✓ Repeat procedure except select Same Level and Parent Level.
- ✓ Click OK.
- ✓ Save.
- ✓ Repeat for last page.



# To insert Page Banner:

- ✓ In Page View on index page, highlight Title.
- ✓ Click Insert ► Page Banner
- ✓ Make sure Picture is selected and check page banner text.
- ✓ Click OK.
- ✓ Save.
- ✓ Repeat for all pages.



#### Reflective Journal Instructions

Now you have finished your annotated book review project. Write a short journal piece to think about your project. In your journal answer the following questions:

What I did: (explain what you and your group did to finish your project.)

What I enjoyed: (write about what you liked most about the project.)

What I found difficult: (write about any part of the project you found hard to do.)

What really worked: (write about any part that you thought worked well).

Next time: (write what you would do differently next time.)

#### Example:

We decided what we wanted to include in our book review and then we worked together to write it. Each of us developed one paragraph and then we revised it so it all went together smoothly. Next we selected the ideas that we wanted to annotate in our review and assigned one topic to each group member. We each researched our topic and wrote our report for our annotation. We group edited our reports for spelling, punctuation, capitalization, parenthetical citations, and Works Cited section. Finally we used the FrontPage directions and put our review and annotations on a Web site, carefully hyperlinking the review to each of the annotations and hyperlinking the annotations back to the review.

I really enjoyed discussing our book in lit circles. Thinking up what we were going to say in the review was tough. Talking over our story together made it easier. Writing the review was fun and was quite easy. If we made a mistake, we could just delete and start over. If one of us forgot our part, we could ask the rest of the group for help.

It was hard doing the individual research reports. We had to decide which part each of us would research. We had to find our information and then decide how we were going to use it in our reports. It was also difficult at first knowing how to use the parenthetical notations and the right format for the Works Cited entries.

It worked really well when we worked together to put up our Web sites. Hyperlinking was easier than I thought it would be, and it was fun adding clip art and pictures to the writing.

Next time I would take more notes on my research in my own words so it would be easier to write the report. I would also choose my clip art and Internet pictures before putting up the Web site to make it go faster.



Copyright 2003 NCHE/IRA. All rights reserved. ReadWriteThink materials may be reproduced for educational purposes.





# U.S. Department of Education



Office of Educational Research and Improvement (OERI)

National Library of Education (NLE)

Educational Resources Information Center (ERIC)

# **NOTICE**

# **Reproduction Basis**

X	This document is covered by a signed "Reproduction Release (Blanket)" form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.
	This document is Federally-funded, or carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket")

